

TO BE SUBMITTED IN ORIGINAL AND ONE COPY BY INDIVIDUAL CREATING OBLIGATION

TO: Finance Office

Date:

FROM:

SUBJECT: Notice of Obligation Incurred

1. On or about _____ commitments and/or plans were made which are not supported by data suitable for obligation purposes, but which will result in:

☐ A single payment of \$_____ to be paid approx._____.

☐ Irregular payments totalling \$_____ for which final payment will be made approximately_____.

☐ Regular monthly payments of \$_____ per month, for which final payment will be made approximately_____.

2. Payments will be made to _____
for the purpose of_____.

Services to be rendered from _____ to _____.

3. This obligation is within the scope of _____
_____ and should be charged to
fiscal year _____, Account Code No. _____ object class _____.

Signed _____

INDORSEMENT

TO:

FROM: Finance Office

1. Pursuant to above, you are advised that:

☐ Sufficient funds are available and the above obligation has been recorded as requested.

☐ Insufficient funds are available to accept this obligation. Please arrange for increase in allotment account or review correctness of Account Code No. shown above.

☐ Additional information is needed before the above obligation can be accepted. Please furnish:

2. Future reference to this obligation and vouchers presented in payment thereof must cite_____.

ENDORSEMENT TO BE EXECUTED BY FINANCE
AND SIGNED COPY RETURNED TO SENDOR.